
RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE

D D P

C E N T R A L C O V E R

S T A F F



*Supervised
75-72
10-12-72*

STAT

Revision of DDP Central Cover Staff Schedule

AT

In Feb 1964 [redacted] made an appraisal of the DDP/CCS schedule which is still valid. His comments were:

The destruction of files described in this schedule requires approval of Congress in accordance with the Records Disposal Act. However, the General Counsel's opinion of Oct. 1950 prohibits compliance with this Act if intelligence sources or methods would be revealed. The descriptions of these records reveal intelligence methods. Therefore the opinion of General Counsel prevails permitting the DCI to take exception to the Records Disposal Act.

AT

[redacted] continues to feel that the schedule is intended only for records that will be going to the Records Center and has written his schedule accordingly. His feeling is that the matter can be taken care of with a fly sheet indicating that all records in the schedule will at some time be transferred to the Records Center and the instructions contained in this schedule pertain to the retention of the records after they have been retired to the Center.

I have changed the retention period from Permanent to Temporary on Item #2 after discussing it with [redacted]. He agreed. I have also indicated which General Schedules contain the authority for some items but the other items will be authorized by the CIA Records Officer. Otherwise, we should go to Archives - or take the exception, as above.

STA

The DDP/RMO did not sign off on the approval sheet.

STA

[redacted]
3/24/71

AT

3-26-71

Talked with [redacted]. Asked him to have [redacted] his copy of the schedule. Mike said he would probably revise this schedule in about six months and would be in touch with us to help him with the disposition instructions. RD

STA

Re #6 Project Files - Is this info also in the DDP:Project files?
check at time of next revision.

~~SECRET~~

RECORDS DISPOSITION AUTHORITY

Records Control Schedule No. 75-⁷¹ for the Central Cover Staff
is approved and authority hereby given to implement the disposition
instructions contained therein.

PREPARATION AND REVIEW:

25X1

[Redacted]

Division Records Management Officer

25X1

[Redacted]

Chief, Records Management Staff

25X1

Records Management Analyst/1008

Date

24 March 1971

3/24/71
Date

[Redacted]

DD/S/ Record Admin Staff

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25X

RECORDS CONTROL SCHEDULE		SECRET		SCHEDULE NO. 7A000400100001-8	75- <i>2</i>
OFFICE, DIVISION, BRANCH		SIGNATURE		TITLE <i>9ee8</i> DATE <i>23 February 71</i>	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS		
1.		85 Ft.	<u>TEMPORARY RECORDS:</u> Retain files for 60 years from date of retirement, after which time they are to be returned to CCS for destruction. The date of retirement will be stamped on each folder by CCS/RR, subject to change if an individual's cover is reactivated.		
2.		66 Ft.	<u>TEMPORARY RECORDS:</u> These files cannot be considered for destruction until such time that the facility itself becomes inactive and even then the file would have to be reviewed before destruction can be decided upon. It is likely that a file can be activated after years of inactivity. Rather than set up an elaborate system of controlling these files it is recommended they be retained indefinitely. CCS will have files destroyed if they deem it advisable.		

in Records Ctr.

R.D.

at the Rec Ctr.

K.D.

ITEM NO.	FILES IDENTIFICATION	SECRET	DISPOSITION INSTRUCTIONS
3.	Approved For Release 2005/11/21 : CIA RDP78-00487A000400100001-8	8 Ft.	
4.		8 Ft.	<p>TEMPORARY RECORDS: Files are to be retained at the Record Center for 15 years at the end of which time they will be returned to CCS for review prior to disposition.</p>
5.		5 Ft.	<p>TEMPORARY RECORDS: These files will be retained at the Record Center for 15 years from the date of retirement at the end of which time they will be returned to CCS for review and disposition. Since files will be retired as they become inactive and activated if interest in an individual is renewed, the date of retirement will be stamped on each file and changed only when material is added that would effect the potential use of the individual for cover purposes.</p>

SECRET

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ITEM NO.	FILES IDENTIFICATION	SECRET		DISPOSITION INSTRUCTIONS
		VOLUME	NUMBER	
6.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400100001-8	15 Ft.		<u>TEMPORARY RECORDS:</u> Files are to be retained at the Record Center for 20 years from date of retirement after which time they can be returned to CCS for disposition. Because files are added as they become inactive the date of retirement will be stamped on each file.
7.		11 Ft.		<u>TEMPORARY RECORDS:</u> Files are to be retained at Record Center for 25 years after which time they are to be returned to CCS for review and disposition.
8.		1 Ft.		<u>TEMPORARY RECORDS:</u> To be retained at Record Center for 5 years from date of retirement at end of which time they are to be sent to CCS for review and disposition.

ITEM NO.	FILES IDENTIFICATION	SECRET		DISPOSITION INSTRUCTIONS
		NUMBER	SIZE	
9.	Approved For Release 2005/11/21 : CIA-RDP78-A00487A000400100001-8 20 Ft.	20	TEMPORARY RECORDS: Files are to be retained at Record Center for 20 years. Files will be added as they become inactive, the date of retirement will appear on each file. Files will be returned to CCS after 20 years for review and disposition.	
10.		0	Cancelled	
11.		0	Cancelled	

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ITEM NO.	FILES IDENTIFICATION	DISPOSITION INSTRUCTIONS
12.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400100001-8 8.5 Ft.	<u>TEMPORARY RECORDS:</u> Files in this file series will be retained at the Record Center for 10 years after which time they will be returned to CCS for review and disposition.
13.		30 Ft. <u>TEMPORARY RECORDS:</u> These files will be date stamped when retired to the Record Center and retained there for 20 years after which time they will be returned to CCS for review and disposition.
14.		39 Ft. <u>TEMPORARY RECORDS:</u> Retain this material in the Record Center for 25 years from the date of retirement, after which time they will be returned to CCS for review and disposition. These files can be destroyed only if such action is approved by the Director of Finance.

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RECORDED ON 2005/11/21 : CIA-RDP78-A000400100001-8 75-66

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OFFICE, DIVISION, BRANCH		SCHEDULE NO.	
DDP/CCS		SIGNATURE	
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	TITLE DATE <i>9 ecr 3/21/21</i>
20.		13 Ft.	<p><u>TEMPORARY RECORDS:</u> Destroy in CCS 75 years after birth of employee, or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years.</p> <p><i>The date for Records Center to return file to CCS will be indicated on retirement request by CCS.</i></p>
21.		240 Ft.	<p><u>TEMPORARY RECORDS:</u> (See Item 20)</p>
22.		10 Ft.	<p><u>TEMPORARY RECORDS:</u> Return to CCS for review and disposition 75 years after birth of employee, or 60 years after date of earliest document in the folder if date of birth cannot be ascertained, provided employee has been separated or retired for at least 5 years.</p> <p><i>The date for Records Center to return file to CCS will be indicated on retirement request by CCS.</i></p>

SECRET

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ITEM NO.	FILE IDENTIFICATION	SECRET	
		SECRET	DISPOSITION INSTRUCTIONS
23.	Approved For Release 2005/11/21 : CIA-RDP78A00487A000400100001-8	4 Ft.	TEMPORARY RECORDS: Retain this material at the Record Center for a period of 20 years from date of retirement after which time they will be returned to CCS for disposition.

Superseded by 75-64

DDP/Opser/CCS

4 Feb 1964

RECORDED

RECORDS REVIEWED AND APPROVED FOR RELEASE 2005/11/21 : CIA-RDP78-00487A000400100001-8			SCHEDULE NO.
OFFICE, DIVISION, BRANCH DDP/OPSER [REDACTED]			CONCURRENCE SIGNATURE [REDACTED] 25X
ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1.		14.35	<p>the file & recommend</p> <p>(1) File be destroyed</p> <p>(2) File be retained in [REDACTED] 25</p> <p>(3) File be forwarded to Archives</p> <p>File will then be forwarded to [REDACTED] pg. & 25 action taken as indicated.</p> <p>*Purging will consist of the following:</p> <ul style="list-style-type: none"> A. Destruction of duplicate copies B. Documents, cables and cover sheets that are of no current value will be destroyed C. RID copies of documents that are no longer of use to [REDACTED] will be returned to RID, RID documents of interest to [REDACTED] will be reproduced and originals 25 returned to RID D. Misfiled documents will be returned [REDACTED] for current refiling 25

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
2.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400100001-8	40.5	
3.		2.70	Files purged yearly. (See Item I in reference to purging files) Files that appear to have long range use retired to RI/Archives.
4.		3.04	Files purged yearly. (See instructions for purging files, Item I) Files that appear to have long range use can be sent to RI/Archives.
5.		8.08	Files purged every 2 years. (See instructions for purging files, Item I)
6.		3.73	Files purged every 2 years. (See instructions for purging files, Item I)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
7.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400100001-8	6	Files purged every 2 years. (See instruction for purging, Item I)
8.		4	Files purged every 2 years. (See instructions for purging, Item I)
9.		2	Files purged every 2 years. (See instructions for purging, Item I)
10.		.50	Files purged every 2 years. (See instructions for purging, Item I) Material of historic value returned to RI/Archives.
11.		7.5	Files purged every 2 years. (See instructions for purging, Item I)
12.		3	Files purged yearly. (See instructions for purging, Item I)

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
13.	Approved For Release 2005/11/21 : CIA-RDP78-00487A000400100001-8	.7	Files purged every 2 years. (See instructions for purging files, Item I)
14.		5	Files purged every 2 years. (See instructions for purging files, Item I)
15.		3.5 a.2	Files purged every 2 years. (See instructions for purging files, Item I)

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